

FILE *Bldg & Cr 3-1*
Highway Transportation
 20 JAN 1964

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Shuttle Bus Service

1. We have previously informed you of our desire to effect economies by reducing shuttle bus service.
2. An examination of our current utilization indicates that 40% of the total seats available on all trips are now being utilized. We are now in the process of adjusting schedules in order to avoid undesirable peaks with the resultant demand for seats in excess of carrying capacity. We are also examining the feasibility of rescheduling so as to avoid the necessity for relief drivers. In addition, we are now developing plans for moving some of our people out of the Headquarters building into vacant downtown space, and this will require the absorption of new transportation requirements within existing capabilities.
3. The Agency's shuttle bus service is a vital means of communication among Agency Headquarters components as well as other elements of the Intelligence Community. Any drastic reduction in shuttle service is apt to more than offset savings through time lost by employees. Any significant reduction in shuttle service would also increase the use of individual vehicles. The Deputy Director for Intelligence and the Deputy Director for Plans have also expressed these reservations concerning reduced shuttle bus service.
4. We are, therefore, planning economy actions designed to give us better service without an increase in cost rather than drastic reductions in present schedules.

cc: D/BPAM

S. Gates Lloyd
 Acting Deputy Director
 for Support

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1 - ER

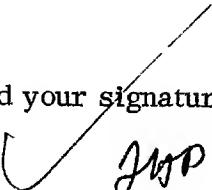
2 - DD/S *Chron. Subject*

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SECRET

GROUP 1
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TRANSMITTAL		DATE
		20 Jan 64
TO:		
Mr. Lloyd		
ROOM NO.	BUILDING	
REMARKS: - -		
Recommend your signature.  JHP		
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